

State APPROVAL AND REPORTING PROCEDURES FOR DEPARTMENT TIMBER SALES

This procedure should be used to process Timber Sale Notice and Cutting Report, Forms 2460-1 and 2460-1A, for timber sales on Department-owned land.

A region may establish additional review of timber sales to deal with sensitive sale areas or other issues. The Bureau of Forestry may identify specific concerns and negotiate additional protocol with a specific region.

This is a three-stage process. Each of the three stages is indicated by different shading of appropriate areas on Forms 2460-1 and 2460-1A. The Timber Sale Notice, Part A, is submitted for approval prior to advertising sale. Timber Sale Notice, Part B, is submitted before a contract can be awarded or cutting started. The Cutting Report (final) is completed and submitted upon completion of the sale.

Timber Sale Notice (Part A)

(White)

(Request for Approval)

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| Forester | 1. Prepares original and one file copy of Forms 2460-1 and 2460-1A; attaches a sale map. Forwards original of Forms 2460-1 and 2460-1A, including updated compartment recon (Form 2400-26), to property manager. |
| Property Manager | 2. Reviews and recommends approval or disapproval. Forwards to team leader or basin supervisor who supervises the property manager. |
| Team Leader or Basin Team Supervisor | 3. a. Reviews and approves or disapproves. If questions arise, contacts forestry expert for consultation. Sales occurring in sensitive areas should be considered for additional review by the regional forestry expert and/or Bureau of Forestry before approval.

Sensitive areas include intensive recreational use areas, Class A aesthetic zones, adjacent to wild rivers, etc.

b. If approved, sends forms to regional data entry. |
| Data Entry | c. Enters approved data into computer system and keeps one copy of Forms 2460-1 and 2460-1A. Can be entered directly by the forester at a service center with prior approval.

d. Returns original approved forms directly to forester. |
| Forester | 4. Files original Forms 2460-1 and 2460-1A and proceeds to negotiate or advertise sale as approved. |

Timber Sale Notice (Part B)

(Gray)

(Notification of Sale)

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| Forester/Property Manager | 5. Completes the original and file copy of Form 2460-1. Forwards original Form 2460-1 to regional data entry. Retains file copy of Form 2460-1 and original of Timber Sale Contract (Form 2400-5). |
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Timber Sale Handbook

Data Entry 6. Enters Part B information into computer. Forwards original Form 2460-1 to forester. Files a copy of Form 2460-1. Can be entered directly by the forester at a service center with prior approval.

Forester 7. Files original form.

Cutting Report - Final (Blue)

Forester/Property Manager 8. Completes original and file copy of Forms 2460-1 and 2400-26 (recon). Routes original to regional data entry.

Forester 9. Routes Timber Sale Close-out Transaction (Form 2460-4) to Madison Forest Tax Section. (See page 84-1 for details.)

Data Entry 10. Enters final report data and recon data into computer, sends original Form 2460-1 to forester for permanent file and retains one copy in file. Can be entered directly by the forester at a service center with prior approval.

Forester 11. Files original form in permanent file.